

***COMMUNITY OF CHRIST***  
**Greater Pacific Northwest USA Mission Center**  
**GUIDELINES AND OPERATING PROCEDURES**  
 January 1, 2004

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## I. OVERVIEW

The Greater Pacific Northwest USA Mission Center (GPNWMC), established January 1, 2004, is a jurisdiction of the Community of Christ. At present, there are 46 participating congregations or groups:

Albany, Oregon	Montesano, Washington
Anchorage, Alaska	Myrtle Point, Oregon
Auburn, Washington	Neilton, Washington
Bellingham, Washington	North Bend, Oregon
Bend, Oregon	Olympia, Washington
Bremerton, Washington	Portland, Oregon
Bridgeport, Washington	Puyallup, Washington
Cedarcrest, Washington	Rainier Valley, Washington
Cottage Grove, Washington	Redmond, Oregon
Cowlitz Valley, Washington	Renton, Washington
Crystal Springs, Washington	Roseburg, Oregon
East Wenatchee, Washington	Salem, Oregon
Eastside, Washington	Samish, Washington
Ellensburg, Washington	Seaside, Oregon
Eugene, Oregon	Selah, Washington
Fairbanks, Alaska	Sequim, Washington
Garden Grove, Washington	Southridge, Washington
Grants Pass, Oregon	Tuality CC, Oregon
Highland Park, Washington	University Place, Washington
Klamath Falls, Oregon	Wasilla, Alaska
Lacamas Heights, Washington	Woodburn, Oregon
Lincoln City, Oregon	Woodland Park, Washington
Medford, Oregon	Yakima, Washington

Total congregational enrollment is approximately 6,000. The geographic area of the mission center includes: (1) western and central Washington; (2) western and central Oregon; (3) all of Alaska.

These *Guidelines and Operating Procedures* reflect the principles under which the programs of the mission center are administered. Periodically, as needs arise, the Mission Center Council will revise this document and present it to the Mission Center Conference for approval. Copies of the revised document will be sent to each congregation for review prior to the Conference. If there is a conflict between these guidelines and the World Church policies, the World Church policies take precedence.

## II. CONGREGATIONS

### A. Leadership

The pastor is the presiding officer of the congregation. The pastor is annually elected at an appropriately convened congregational conference or business meeting. Normally, a

representative of the Mission Center (e.g. member of Mission Center Council, Mission Center staff member, other designee) presides during the pastor election.

The congregational Financial Officer is appointed by the Mission Center Financial Officer in consultation with the pastor and annually sustained at a congregational conference. The congregational financial officer is responsible for accounting and reporting finances and monitoring legal and risk management issues.

The Mission Center Financial Officer is a signatory on all congregational bank accounts.

Other than for the pastor and financial officer, a congregation is free to organize as it deems necessary to promote its particular vision of the church's mission in its community.

### ***B. Priesthood Calls***

The congregational pastor, Mission Center President or Field Apostle initiates calls to the offices of deacon, elder, priest, and teacher. After receiving administrative approval as per the guidelines set by the First Presidency, the call is presented to the candidate. If accepted by the candidate, the call is presented to a congregational conference for approval. Prior to ordination, the candidate also is expected to complete the educational requirements set by the First Presidency.

Congregational conferences do not approve calls to the offices of bishop, evangelist, high priest, or seventy. These priesthood calls are processed through World Church officers and approved at either the Mission Center Conference or World Conference.

### ***C. Congregational Conferences***

Normally, congregational members and the Mission Center President are given at least two weeks' notice prior to any congregational conference. Congregations may consider legislation and business issues relating to congregational affairs. They may also consider legislation relating to the affairs of the mission center or World Conference and recommend enactment of same by the Mission Center Conference.

Congregational conferences are convened at least once annually and include: (1) election of pastor; (2) sustaining of financial officer; (3) election of delegates and alternates to the Mission Center Conference (4) approval of annual budget (5) and for congregations belonging to the Lewis River Campground and Camp Remote Associations, the election of directors to serve on Campground Association Boards.

### ***D. Emerging Congregations***

Emerging congregations shall be defined as in the World Church By-laws: **Section 8. Emerging Congregations.** In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the Mission Center President or the field apostle. By definition, such groups are not fully self-sufficient and require significant support from other congregations or the mission center. The groups may have conferences from time to time as necessary with the approval of the Mission Center President. The mission center leadership with the approval of the field apostle shall establish

lines of administration. Lines of financial accountability shall be established by the mission center leadership based on guidelines established by the Presiding Bishopric and with the approval of the field apostle. Such groups may be granted full congregational status by the field apostle in consultation with the mission center leadership and with a vote of those who will make up the proposed congregation.

However, emerging congregations shall also be understood to include congregations that are in the final stages of life. Such congregations will require support from the mission center, whether financial, leadership, or program. Lines of administrative and financial authority shall be established consistent with the World Church By-laws, that is, by the mission center leadership in consultation with the field apostle.

#### ***E. Youth Worker Protection***

All adults who have ongoing contact with youth under the age of 18 must be “Registered Youth Workers” as defined by the World Church Forefront Ministries. These adults include, but are not limited to: Sunday School teachers, youth leaders, retreat and camp staff, home visitors, and transportation providers. All priesthood members are expected to become Registered Youth Workers.

Youth who are 15-17 years old who wish to work as assistants to adult Registered Youth Workers must complete the process to become “Registered Youth Worker Assistants.”

Any person serving as staff or a counselor-in-training for an activity must be at least 3 years older than the people they are supervising.

#### ***F. Financial Audit***

Each congregation submits an annual audited financial statement to the Mission Center President and Financial Officer by April 1<sup>st</sup> of the following year. The statement includes reconciled account balances and a summary of the income and expenses for the calendar year. The congregation should select an auditor who is familiar with good accounting practices. Normally, a member of the congregation serves as the auditor. If the congregation is unable to find an appropriate auditor, the Mission Center Financial Officer will assist in identifying someone for the task.

### **III. MISSION CENTER STAFF**

#### ***A. President and Financial Officer***

The World Church appoints the Mission Center President (MCP) and Mission Center Financial Officer (MCFO) through procedures established by the First Presidency. The Mission Center Conference annually sustains the GPNWMC President and Financial Officer.

The Mission Center President and Mission Center Financial Officer are the primary representatives of the World Church and are responsible for the care and direction of the GPNWMC congregations. The MCP supervises the congregational support ministers, congregational pastors, mission center program directors and administrative staff. MCFO supervises the congregational financial officers. The MCP and MCFO also consult with

the Mission Center Council and solicit diverse perspectives and feedback from members to enhance the programs and administration of the GPNWMC. The MCFO provides an annual report to the Mission Center Conference, including an audited financial statement.

### ***B. Congregational Support Ministers***

World Church ministers assigned to the GPNWMC, and not serving as MCP or MCFO, provide ministry primarily as congregational support ministers (CSM). In addition, the GPNWMC President will appoint volunteer CSM's to assist in this critical role for congregational development. Each CSM supports a group of congregations and their pastors. They are available to provide ongoing congregational ministry and periodic mission center assignments. Each CSM also focuses on a ministry specialty as a functional assignment (including but not limited to: youth and children's ministries, church planting, peace and justice ministries, missionary outreach, financial development, recovery ministries, ethnic ministries, etc.). The CSM's have minimal administrative responsibilities and are supervised by the Mission Center President.

### ***C. Council***

The purpose of the GPNWMC Council is to advise the Mission Center President on issues affecting the mission, programs and ministry of the members in the mission center. The Council is not an administrative or legislative body, though it may make recommendations concerning administrative policy to the Mission Center leadership. Members of the Council, however, may be asked to attend congregational conferences and provide a facilitating presence when important issues are discussed, such as the election of a pastor or the launch of a building program.

Members of the Council are appointed by the Mission Center President and annually sustained by the Mission Center Conference. The Mission Center President selects seven people from the Mission Center: one from Alaska, three from Washington and three from Oregon. Normally, individuals do not serve more than five consecutive years on the council.

The council meets using various communication technologies as well as physical meetings. Meetings are normally convened twice a year or on an "as-needed" basis.

### ***D. Program Directors***

Activities sponsored by GPNWMC are coordinated by program directors appointed by the Mission Center President. If the activity does not have a line item in the mission center budget, the activity is presumed to be self-financed; that is, income from the activity pays for the expenses. Each activity director should prepare a budget for his or her activity prior to the event. Approval of the budget by mission center leadership may be required.

Mission Center sponsored activities include, but are not limited to: camps, caravans, retreats, reunions, classes and training sessions, Mission Center Conferences. These activities are in addition to the many congregational programs to which members from other congregations are invited and welcomed.

A Youth Camping Team (YCT) is appointed by the Mission Center President and sustained annually during the Mission Center conference. The purpose of the YCT is to (1) recommend to Mission Center President, directors for youth camps, retreats, and caravan; (2) recommend policy and procedure for administering the youth camping assistance funds for Remote, Lewis River, and Samish Island as provided for in the Mission Center budget; (3) create training opportunities and set consistent camping guidelines for all Mission Center youth camping; and (4) schedule a mission center wide, comprehensive calendar of youth camping events.

#### ***E. Recorder***

The GPNWMC Recorder, appointed by the Mission Center Financial Officer, coordinates the membership records' issues of the mission center. For congregational recorders not using the MIS/Shelby system, additions and changes to membership life events are sent to the GPNWMC Recorder who then mails semi-annual reports back to them. For congregational recorders using the MIS/Shelby system who need assistance, the GPNWMC recorder is available for consultation.

#### ***F. Missionary Coordinator***

The GPNWMC Missionary Coordinator, appointed by the MCP, is responsible for upholding the missionary imperative with mission center congregations. The primary focus of this position is the missionary task with emphasis on the witnessing dimension of the Sharing Goal and the supporting of congregational missionary coordinators, missionary elders, seventy and witnessing disciples.

#### ***G. Secretary***

The GPNWMC Secretary, appointed by the Mission Center President, takes minutes of the Mission Center Conference business sessions and notes specific items of interest reported during the year.

#### ***H. Administrative Support***

The GPNWMC employs individuals to work as administrative staff. These individuals provide secretarial, bookkeeping, record keeping, communication, and scheduling of support functions.

### **IV. CAMPGROUNDS**

Three campgrounds operate in the GPNWMC. Samish Island Campgrounds is located in Bow, Washington. Lewis River Campgrounds is located near Battle Ground, Washington. Remote Campground is located near Remote, Oregon. Each campground is supported by an Association of congregations and has its own set of bylaws governing the stewardship of the campground. The campground board manages and maintains record keeping for the financial and day to day operating needs of the campground. Normally, funding from the mission center budget is not needed to sustain the operations of the campgrounds. The mission center, however, may be requested to facilitate capital improvement projects. Members of the Board are elected at an annual campground association meeting according to association bylaws. See Appendix A, B, C for Campground bi-laws

## **V. TRAINING AND EDUCATION CENTERS**

### ***A. Purpose***

The GPNWMC, with the concurrence and support of congregations, sets up training and education centers to facilitate inter-congregational and community learning and fellowship opportunities. These centers are equipped with appropriate site access, space accommodations and audio-visual equipment. Ideally, every congregation would have adequate facilities to promote regular training and education activities; however, the GPNWMC focuses on specific locations to maximize resources. These locations include the facilities of congregations in and surrounding Portland, Oregon, Eugene, Oregon, Alaska and Seattle, Washington.

### ***B. Minimum Criteria***

The minimum criteria for a location to be a viable training and education center are:

- (1) Ease of access for community members and church members from several congregations.
- (2) Table seating and adequate parking for at least 50 people.
- (3) Adequate heating and cooling systems for year-round use.
- (4) Adequate kitchen facilities for meal preparation.
- (5) Adequate restroom facilities.
- (6) Adequate audio-visual equipment for multi-media presentations.

## **VI. RETREATS, CAMPS, REUNIONS**

### ***A. Youth Retreats***

The GPNWMC sponsors youth retreats to enhance congregational ministries. The retreats are organized by program directors that may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every youth or child attending a retreat has a registration form signed by a parent or legal guardian.

GPNWMC retreats will use the following financial approach: (1) the event will cover the registration expenses of the staff; (2) registration costs will be kept as close as possible to the level of actual expenses; (3) will provide whole or partial scholarships for youth with financial needs may be provided. Many congregations also provide financial support for their youth attending the retreats.

At present, the GPNWMC planned annual youth retreats are:

- Jr/Sr High Fall Retreat – Samish Island Campground
- Jr/Sr High Fall Retreat – Lewis River Campground

### ***B. Young Adult Retreats***

The GPNWMC will strive to find local leadership for young adult activities including special events and retreats. Compensated staff may also be utilized. Specific details of these activities vary depending upon the young adult population and program directors.

### ***C. Adult Retreats***

The GPNWMC sponsors adult retreats to supplement congregational ministries. The retreats are organized by program directors that may either be volunteers or compensated staff. These retreats are financially self-supporting.

At present the annual adult retreats are:

- Women's Retreats – Seattle and Portland areas
- Singles Retreats
- Aaronic and Evangelist Retreats

### ***D. Summer Youth Camps***

The GPNWMC sponsors summer youth camps as significant extensions of congregational ministries. The camps are organized by program directors that may either be volunteers or compensated staff. All counselors are registered youth workers and the guidelines of the World Church Forefront Ministries and Risk Management departments are followed. Every camper has a registration form signed by a parent or legal guardian.

GPNWMC camps will use the following financial approach: (1) the event will cover the registration expenses of the staff; (2) registration costs will be kept as close as possible to the level of actual expenses; (3) whole or partial scholarships for youth with financial needs may be provided. Many congregations also provide financial support for their youth attending the camps.

At present, the planned annual youth camps are:

- Primary Camp (K-3) – Lewis River, Samish Island
- Junior Camp (Kids Kamp) – Remote, Lewis River, Samish Island
- Jr High Girls and Boys Youth Camp – Remote, Lewis River, Samish Island
- Sr High Youth Camp – Remote, Lewis River, Samish Island
- Northwest SPECTACULAR
- Caravan

### ***E. Summer Reunions***

The GPNWMC sponsors summer family and adult camps (reunions) as significant extensions of congregational ministries. The camps are organized by program directors that may either be volunteers or compensated staff. Normally, guest minister(s) from outside the mission center, and mission center staff person(s), are invited to provide lead ministry.

At present, the planned annual summer reunions are:

- GPNWMC Remote Family Reunion – Remote Campgrounds
- GPNWMC Lewis River Family Reunion – Lewis River Campgrounds
- GPNWMC Samish Island Adult Reunion – Samish Island Campgrounds
- GPNWMC Samish Island Family Reunion – Samish Island Campgrounds
- GPNWMC Samish Island Singles Reunion – Samish Island Campgrounds
- GPNWMC Alaska Reunion - Alaska

GPNWMC reunions will use the following financial approach: (1) the event will cover the registration expenses of guest ministry; (2) registration costs will be kept as close as

possible to the level of actual expenses; (3) whole or partial scholarships for persons with financial needs may be provided. Many congregations also provide financial support for members who attend reunions.

## **VII. MISSION CENTER CONFERENCES**

### ***A. Delegates***

The GPNWMC is organized to hold mission center business sessions at the Mission Center Conferences. The Mission Center Conference is a delegate conference. Everyone is invited to attend the conference, but only delegates will be granted voice and vote during legislative sessions. Delegates will be assigned by the following formula based on membership:

Category A (congregations fewer than 60) will have two delegates.

Category B (congregations 60 to 119) will have four delegates.

Category C (congregations greater than 120 to 239) will have six delegates.

Category D (congregations greater than 240 to 479) will have eight delegates

Category E (congregations greater than 480) will have ten delegates

Mission center field staff and council will be ex officio delegates to the Mission Center Conference.

Delegates are chosen by the congregations, each delegate having voice and vote at the business sessions. Congregations also elect alternate delegates to serve in the event their elected delegates are not able to attend the conference. All conference attendees may attend the business session, but only delegates have voice and vote. Normally, delegates are advised two weeks in advance of matters to be brought before the conference.

### ***B. Mission Center Business Items***

The purpose of conferences is to conduct the business of the GPNWMC and invite all members and friends connected with the mission center to gather for worship, conferring, encouragement, challenge and fellowship. The focus is to help congregations and individuals fulfill their Christian calling. The agenda will include worship, legislative sessions, committee meetings, campground Association meetings, classes and training, and fellowship. Legislative sessions will primarily focus on approving the budget, sustaining officers, handling legislative items and approving priesthood calls to the offices of bishop, evangelist, high priest and seventy.

### ***C. World Conference Issues***

Delegates to World Conference are elected at the Mission Center Conference. Normally, candidates are listed by congregation on the election ballot. Mission Center business sessions also may approve legislation for presentation to the World Conference. Only delegates have voice and vote when these issues are presented at the Mission Center Conference.

## **VIII. BUDGET AND ASSESSMENTS**

### ***A. Budget Preparation and Approval***

The Mission Center President and Financial Officer prepare the GPNWMC budget with input from others, including but not limited to GPNWMC staff, GPNWMC Council, and program directors. The budget is sub-totaled in four segments: Ministerial Support,

Office Support, Administrative Support; and Ministry Support. One of the key responsibilities of the Mission Center Council is to review the budget and provide comments on the line items. Normally, the Mission Center Council meets at least four weeks prior to the Mission Center Conference to review the budget. The budget is sent to the delegates for review at least two weeks before the Mission Center Conference. The budget is approved by a Mission Center conference vote of delegates.

### ***B. Congregational Contributions***

Normally, congregations contribute a significant portion of the mission center income. Requested congregational contribution amounts are based on four components in proportion to the other congregations. Forty percent of the total is based on a congregation's two-year average of operating income. Twenty percent of the total is based on the two-year average number of contributor units (couples are counted as one contributor) in the congregation who gave over \$100. Twenty percent of the total is based on the previous full year's membership. And, twenty percent of the total is based on the two-year average of all giving (minus gifts to building programs.)

Congregations may choose one of the three following payment options:

- 1) Annual amount due by January 15. (One payment)
- 2) Quarterly amount due by January 15, April 15, July 15, and October 15. (Four equal payments)
- 3) Monthly amount due by the 15<sup>th</sup> of each month starting in January. (Twelve equal payments)

### ***C. Investment Earnings***

Normally, a portion of the mission center expenses are covered by earnings on investments in the World Church Affiliate Pool. A maximum of 6% of the previous year's fund balance is available for financing the mission center budget, regardless of the actual rate of return. By fixing this spending rate, typical for endowment funding, a consistent income flow is anticipated while maintaining the purchasing value of the funds.

## **IX. INTERNAL CONTROL PROCEDURES FOR FINANCES**

### ***A. General Principles***

Internal control procedures for mission center finances are in place to protect the church as well as the individuals charged with the responsibility of handling the funds, accounts, income and expenses. A general principle of internal control is that no individual has sole authorization to receive funds, disburse funds, make journal entries and/or set up accounts. An internal auditor approved by the Presiding Bishopric of the church annually audits the Mission Center books and prepares a statement to the Mission Center Conference.

### ***B. Financial Statements***

The Mission Center Financial Officer provides quarterly income and expense statements and balance sheet reports to the Mission Center Council by the 5<sup>th</sup> week following the end of the quarter (May 10, August 10, November 10, February 10). The GPNWMC

follows a fiscal year beginning on January first. In addition, the Mission Center Council may request additional reports be sent to selected individuals who have specific expertise in reviewing financial statements.

### ***C. Bank Accounts***

The Mission Center Financial Officer is responsible for all Mission Center accounts and funds. Normally, another signatory is appointed by the MCFO to facilitate uninterrupted payment of bills. The Presiding Bishop of the church also is a signatory on all Mission Center accounts. The Mission Center bookkeeper is not an account signatory.

In some situations, bank accounts are opened and maintained for specific program purposes. These programs typically have a high number of income and expense transactions not directly processed by the Mission Center Financial Officer or bookkeeper. Examples are:

- Reunion accounts
- Campground accounts
- Youth activity accounts

The appointed program financial officer, the Mission Center Financial Officer and one or two other designees are the signatories on the account. These accounts are annually audited as part of the Mission Center finances.

### ***D. Receiving and Disbursing Funds***

Normally, all funds received as income to the GPNWMC are logged (date, payer, amount, description) by the Administrative Assistant and forwarded to the bookkeeper or Financial Officer for deposit and recording on the electronic financial accounting system. Copies of deposited checks are kept in the Financial Officer's or bookkeeper's files.

Normally, all disbursed funds on behalf of the Mission Center are made by checks prepared by the bookkeeper or Financial Officer and signed by the Mission Center Financial Officer or the designated signatory. Copies of checks are kept in the Financial Officer's or bookkeeper's files.

Normally, all bank statements are opened by the Mission Center Financial Officer, or a designee, for review and reconciliation to the bank account(s) and prior to the bookkeeper performing a reconciliation to the general ledger.

## X. APPENDICES

### A. World Church By-Laws

#### Bylaws of the Community of Christ

##### Article I - Name

The name of this church shall be “Community of Christ.”\*

##### Article II - Purpose

The purpose and mission of the church is to proclaim Jesus Christ and promote communities of joy, hope, love, and peace. The church envisions a time when the promise of God’s kingdom shall be fulfilled. We have a vision of that kingdom where the name of Jesus Christ is truly honored, where God’s will is done on earth, where the hungry are fed, poverty is alleviated, sinners are repentant, and sin is forgiven.

We believe that love is the proper foundation of our relationship with others, that opportunity to grow in the likeness of Christ should be fostered, and that the resources of the world can be managed to respect and preserve their creation and purpose. We have a vision of a time when all evil is overcome and peace prevails.

We will be an international community of prophetic vision, faithful to the risen Christ, empowered by hope, spending ourselves courageously in the pursuit of peace and justice.

##### Article III - Theocratic Democracy

**Section 1. Definition.** The church, as defined by President Joseph Smith III, is a theocratic democracy. It was brought into being by divine initiative, is guided and administered by divine authority, is sustained by the light of the Holy Spirit, and exists for divine purposes. In response to divine initiative, members share responsibility for governing the church. “...all things must be done in order and by common consent in the church, by the prayer of faith” (Doctrine and Covenants 27:4).

**Section 2. Priesthood.** The government of the church is by divine authority through priesthood. It should be noted that the government of the church is through priesthood, not by priesthood. The distinction is important. Ministers must first of all be disciples. Disciples are those who seek to transform this world into the kingdom of God and Christ. In no other way can their claim to divine authority become rich and meaningful.

**Section 3. Priesthood Calls.** The basic principles pertaining to priesthood calls are that all calls shall be initiated by appropriate administrative officers, shall receive necessary administrative approvals, shall be presented to the candidate for acceptance, and shall be approved by an appropriate conference of members. Specific procedures are established by the First Presidency.

**Section 4. Common Consent.** A basic principle of decision making in the Community of Christ is common consent. Common consent respects the rights of the people to assent to the general

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\* *The name "Community of Christ" was established by the World Conference through WCR 1268 (April 7, 2000), and the new name became effective April 6, 2001. WCR 1268 also provided that "the name 'Reorganized Church of Jesus Christ of Latter Day Saints' remain legally binding and be retained for legal purposes."*

conduct of business within the church and to sustain those called of God to provide leadership. Common consent is exercised when members assemble in conferences in congregations, mission centers, and at the World Conference. Leadership is exercised through the responsibility of presiding officers and members to make proposals to the various conferences to which they are responsible and through recognizing that these conferences have the responsibility to review such proposals, to share points of view, and to vote as they feel led by the Holy Spirit.

The rights of the body are safeguarded through the process of common consent as follows:

- a. By the guidance of the Holy Spirit in calling members to the priesthood. All priesthood members are to be ordained according to the gifts and callings of God unto them, and they are to be ordained by the power of the Holy Spirit, which is in those who ordain them.
- b. By the requirement that calls to the priesthood be presented for approval to an appropriate conference.
- c. By the right of approval and disapproval which rests with the people who are asked to sustain World Church leaders at World Conference, and local leaders at local conferences.
- d. By the requirement that all things be done with due regard for the duties and privileges of other ministers and members and in harmony with the legislative enactments of the body.
- e. By the provisions for correcting disorder (Doctrine and Covenants 122:10, 126:10).
- f. By the understanding that, for the good of all, properly selected leaders must be allowed to do their work without undue interference, subject always to the provisions made to cover special situations.

**Section 5. Leadership and Administrative Functions.** Leadership and administration is through members of the priesthood, acting according to their several callings and with the consent of the church. Supervisory leadership of the ministries of the church is vested in the following groups:

- a. The *First Presidency* is composed of the president and two counselors, and they preside over the whole church. This includes responsibility for the World Conference, field ministries, priesthood quorums and orders, and headquarters functions.
- b. The *Council of Twelve Apostles* is responsible for the evangelistic witness of the church. Individual apostles may be assigned to various responsibilities of church leadership, including field administration.
- c. The *Presiding Bishopric* is composed of the presiding bishop and two counselors. They are the chief financial officers and trustees of the church, and are responsible for the administration of the temporal affairs of the whole church.

Together these groups function as the leadership body of the church known as the World Church Leadership Council. To this council, from time to time, additional persons are added because of the unique contribution they make to the administrative, programmatic, or missionary ministries of the church.

Other leadership functions are vested in the following councils, quorums, and orders:

- Council of Presidents of Seventy
- Quorums of Seventy
- Quorum of High Priests
- Order of Bishops

- Order of Evangelists

**Section 6. Legislative Functions.** Legislation is considered and enacted in World Conference, mission center conferences, and in congregational conferences. These conferences meet at the call of the responsible administrative officers, at times and places determined by the bodies concerned, or without such provisions at times and places set by the responsible administrative officers.

- Authority of Conferences.** Each conference has authority to legislate for those it represents, insofar as it does not usurp rights lawfully centered elsewhere. Accordingly, no congregational conference can legislate for its mission center, such as requiring certain acts on the part of mission center leaders, and no congregational or mission center conference can enact binding legislation on matters of World Church importance.
- Limits.** No legislative body can rightfully take to itself administrative or judicial functions.
- Right to Nominate.** It is the right of all members to make nominations in filling elective offices in the jurisdictions of the church, but this action in no sense denies the right of presiding officers to present concurrent nominations for the filling of such elective offices nor does it suppose that every office should be filled by election. Often program assistants are appointed by presiding officers and sustained by the appropriate conference.

**Section 7. Judicial Functions.** Every effort should be made to resolve conflicts through the ministry of reconciliation. In extreme cases, where such efforts are unsuccessful, members and administrators may have access to church courts for protection or redress. The First Presidency has the authority to determine whether any case is appropriate for assignment to a church court. Church court procedures are developed by the First Presidency and approved by the Standing High Council in accordance with scriptural provisions and principles of due process.

#### **Article IV - Conferences**

**Section 1. Conferences.** Conferences are the legislative bodies of the church. They may be regular or special. Generally, regular conferences shall be held annually or otherwise as agreed upon by those who constitute their membership. They may represent the church at large, a mission center, or a congregation. They are subject to the jurisdiction of the First Presidency, members of the Council of Twelve, and appropriate Mission Center Presidents or congregational pastors.

**Section 2. World Conference.** The World Conference is the highest legislative body in the church and should be organized with primary reference to its legislative functions. The World Conference is constituted according to the provisions of the rules of representation and is empowered to act for the entire church. In the World Conference and in a general assembly, the First Presidency shall preside. In case of the absence or disqualification of the First Presidency, the Council of Twelve shall so function.

- Leadership in the World Conference.** Members of the First Presidency, the Council of Twelve Apostles, the presiding evangelist, the Presiding Bishopric, the church secretary, the presidency of the Quorum of High Priests, and the presidents of Seventy shall have voice and vote in the World Conference and shall not be eligible to serve as delegates from any jurisdiction. The functioning of the quorums, councils, and orders is considered important to the World Conference; they shall have access to the conference through their presiding officers. The presiding officer of the conference may grant voice to those whose contribution is considered to be beneficial to the conference.

- b. **Delegates to the World Conference.** Mission centers are authorized to elect delegates to the World Conference. Delegates are members of the World Conference to which they are elected and are entitled to voice and vote at its meetings.
- c. **Basis of Representation.** The number of delegates to the World Conference shall be apportioned to approximate a total of 2,800 persons. Each mission center shall be entitled to two delegates. Additional delegates, in a number adequate to bring the total to approximately 2,800, shall be apportioned among the mission centers according to their membership enrollment.
- d. **Notification.** The Credentials Committee shall determine enrollment of each jurisdiction as of one year prior to the convening of the World Conference and shall use that enrollment as a basis for allocating delegates from each jurisdiction. At least ten months prior to the convening of the World Conference, the Credentials Committee shall inform the president of each mission center of the number of delegates to which that mission center is entitled.
- e. **Qualifications for delegates.** The only qualification for eligibility as a delegate to the World Conference shall be membership in good standing in the church.
- f. **Certification.** Delegates shall be seated as members of the conference and entitled to vote in the conference's proceedings upon registering with the Credentials Committee. Each mission center should provide the Credentials Committee with a certified list of the delegates and alternates according to procedures approved by the First Presidency.
- g. **Delegate voting.** In general, each person seated as a delegate at the World Conference shall be entitled, when present, to cast one vote each time a vote is taken. In extraordinary circumstances, or in situations where a jurisdiction cannot send to the World Conference the number of delegates to which it is entitled, the First Presidency is authorized to implement alternate voting procedures subject to the consent of the World Conference.

**Section 3. Field Jurisdiction Conferences.** Conferences of mission centers or congregations are regular gatherings authorized by a congregation, a mission center, or by the presiding officer of these jurisdictions. The member of the Council of Twelve who has administrative supervision may also call a conference if the need arises. These conferences have to do with the common interests of the church members within the specified areas. Mission centers have the option of providing for delegate conferences. In such cases the mission center conference is authorized to determine the basis for representation.

**Section 4. Special Conferences.** Special conferences may be called by the First Presidency for the World Conference; by the Mission Center President for mission center conferences; and by the pastor for congregational conferences. In emergencies special conferences may also be called by the supervising administrative officer having jurisdiction. The call for special conferences shall specify the purpose of the conference and only business mentioned in the call of the conference may be transacted.

## **Article V - Congregations**

**Section 1. Organization of congregations.** Congregations are the foundational missional units of the church where participants live out their discipleship. While numbers, complexity, and style may vary significantly, the ability and commitment to meet regularly as a community of disciples with a sense of common identity is the hallmark of each congregation. Congregations are formed by the authority of the field apostle in consultation with local church leaders, and with a vote of those who will make up the proposed congregation. Congregations are disorganized by the authority of the field apostle following consultation with local church leaders. Congregations should be primarily responsible for their own operations and ministries. Support for congregations beyond their ability to provide (e.g., legal, information systems, risk

management, real estate, and human resource services) is the responsibility of the mission center and/or the World Church. Congregations are responsible for maintaining current membership data according to World Church guidelines.

**Section 2. Congregational officers.** Congregations have the freedom to organize themselves in ways that functionally promote the congregation's vision of Christian mission. Even so, annually each congregation shall elect a presiding officer, known as the pastor, and sustain the appointment of a financial officer. The appointment is made by the mission center financial officer. This should be done at a regular congregational conference or at one specifically called for that purpose of which due notice shall have been given. Congregational leaders should keep the mission center leaders fully informed of the condition of the congregation and should have frequent consultation with the mission center leaders.

**Section 3. Congregational conferences.** Congregational conferences shall be convened at least once annually and at such other times as are determined by action of the body. Congregations may consider legislation relating to congregational affairs. They may also consider legislation relating to the affairs of their mission center and recommend its enactment by that mission center's conference. Congregational conference actions shall be in harmony with, and subject to, mission center conference actions, World Conference action, and subject to the advice of the mission center leaders and World Church officers concerned. Special conferences may be called by the congregational pastor. All congregational conferences shall be scheduled by the pastor in cooperation with the Mission Center President. The Mission Center President shall receive adequate notice and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a congregational pastor is incapacitated or the congregation shall have fallen into disorder, the Mission Center President may request or call a congregational conference; in this or any other necessary situation the Mission Center President may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church. When these interests shall require, the Mission Center President may take over direction of the congregation for a time, administering the work thereafter – either directly or indirectly – until a more permanent arrangement can be made. If the Mission Center President is thought to have proceeded unlawfully in any of these matters, appeal is to the supervising field apostle.

**Section 4. Notice of Conferences.** Normally notice of all congregational conferences should be given to the members of the congregation at least two weeks prior to the congregational conference and should also be sent to the Mission Center President and to such other officers as might be concerned with the business to be transacted.

**Section 5. Quorum.** For the transacting of all business at a congregational conference, unless otherwise provided by the conference, six or more members present at any properly called meeting shall constitute a quorum. However, it is the responsibility of every member of the congregation to attend congregational conferences, both regular and special.

**Section 6. Presiding.** The pastor presides over congregational conferences. At the request of the pastor, or in the pastor's absence, the counselors may preside. Members of the First Presidency, Council of Twelve, or mission center staff may be asked to preside as a courtesy or in view of special circumstances.

**Section 7. Responsibilities of the presiding officer.** It is the responsibility of the presiding officer to bring to the attention of the body such matters as may require consideration or action;

to enforce observance of the rules of order with decorum and propriety; to secure, as far as possible, a due respect and regard for the laws governing the church as contained in the scriptures, mission center and World Conference enactments, and administrative procedures approved by the First Presidency.

**Section 8. Emerging Congregations.** In the early stages of congregational development, groups such as house churches, expansion groups, cell groups, etc., may be established by the Mission Center President or the field apostle. By definition, such groups are not fully self-sufficient and require significant support from other congregations or the mission center. The groups may have conferences from time to time as necessary with the approval of the Mission Center President. Lines of administration shall be established by the mission center leadership with the approval of the field apostle. Lines of financial accountability shall be established by the mission center leadership based on guidelines established by the Presiding Bishopric and with the approval of the field apostle. Such groups may be granted full congregational status by the field apostle in consultation with the mission center leadership and with a vote of those who will make up the proposed congregation.

#### **Article VI - Mission Centers**

**Section 1. Purpose.** Mission centers exist to support congregations, facilitate church expansion, and provide linkage between World Church ministries and congregations. Mission centers may vary in size and composition and may be organized on the basis of contiguous congregations, congregations within the same political boundary, congregations that share similar cultural or social identities, or such other criteria as may be determined by the World Church Leadership Council. Key functions include, but are not limited to:

- pastoral support of congregational leaders;
- leadership skill development;
- congregational consultant ministries;
- missionary ministries;
- church planting;
- congregational crisis support;
- financial resource development and support;
- specialized ministries (e.g., children, youth, young adult, singles);
- coordination of periodic celebration events (e.g., reunions, camps, conferences, etc.);
- technical assistance to congregations (e.g., legal, risk management, real estate, etc.);
- human resources; and
- essential administrative functions (e.g., implementation of World Church policies, priesthood administration, pastoral supervision, etc.)

Mission centers shall provide for the networking and grouping of congregations to encourage mutual support, foster church identity, pursuit of common causes, and to provide fellowship, leadership development, and celebration opportunities (e.g., reunions, camps, retreats, and leadership development programs).

Mission centers are responsible for coordinating the management, creation, maintenance, and disposition of campgrounds, administrative offices, and other ancillary facilities and entities that exist within the scope of the mission center's responsibility. Multi-jurisdictional associations may exist for these purposes as well.

**Section 2. Formation of Mission Centers.** Mission centers are formed by the approval of the World Church Leadership Council with appropriate consultation. Factors to be considered when determining the configuration of mission centers shall include, but not be limited to:

- former jurisdictional ties (e.g., district, stake, and regional configurations);
- shared congregational interests, styles, and concerns; and
- geographic proximity.

**Section 3. Mission Center Organization.** Mission center organization should be kept as simple as possible. The primary purpose is to support the ministry of congregations and promote the expansion of the church. Therefore, the mission center's focus should be on ministry and witness rather than on administration. In areas of relatively high membership density, leadership availability, and financial capacity, it may be necessary for mission centers to be more highly structured. Such a decision should be made with the concurrence of the field apostle. The principles of stake and district organization as described in various sections of the Doctrine and Covenants may serve, where helpful, in guiding mission center organization.

- Mission Center President.** Mission Center Presidents are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the field apostle. The Mission Center President is the primary representative of the World Church to the congregations that compose the mission center. The Mission Center President is entrusted with the care and direction of the center's congregations through the properly selected pastors of these congregations and of the nonresident members of the mission center directly or through a nonresident pastor. It is the responsibility of the Mission Center President to plan the extension and development of the work of the church within the mission center. Mission center staff members and congregational pastors report to and are supervised by the Mission Center President.
- Mission Center Financial Officer.** Mission center financial officers are appointed by the World Church through procedures established by the First Presidency. They are sustained by the Mission Center Conference and are supervised by the Mission Center President. Mission center financial officers have specific trustee responsibilities in which they are subject to the direction and counsel of the Presiding Bishopric. They are responsible for such trusteeship to the appropriate conference and to the president of the mission center according to the provisions of the related budget.

**Section 4. Mission Center Councils.** Each mission center shall establish a mission center council, a standing body whose primary purpose is to advise mission center officers and staff on matters affecting the core functions of the mission center. Mission center councils shall be established according to World Church guidelines.

**Section 5. Mission Center Conferences.** Ideally, mission centers should convene conferences at least annually. Mission center conferences are authorized to transact business relating to the enhancement of ministry and expansion of the work within the mission center. Enactments of a mission center conference are confined to matters of concern to the mission center, including the approval of mission center budgets, the election of World Conference delegates, and the approval of legislation to be proposed for World Conference consideration. Mission center conference actions shall be in harmony with, and subject to, World Conference action and subject to the advice of the World Church officers concerned. Mission centers may convene

special conferences as needed. If in the determination of the Mission Center President in consultation with the field apostle, the mission center is unable to convene a mission center conference at least annually (e.g., geographic distance, prohibitive cost, etc.), then the mission center council shall be responsible for establishing procedures through which necessary conference decisions shall be made subject to the approval of the field apostle within World Church guidelines and policies.

Mission centers have the option of providing for delegate conferences. In such cases the mission center conference is authorized to determine the basis for representation.

The field apostle shall receive notice of the mission center conference and should be invited to offer any suggestions or nominations he or she may desire to present. In emergencies, and especially when a Mission Center President is incapacitated or the mission center shall have fallen into disorder, the field apostle may request or call a mission center conference; in this or any other necessary situation the field apostle may recommend procedure, present nominations for office, or do such other things as will best protect the interests of the church. When these interests shall require, the field apostle may take over direction of the mission center for a time, administering the work thereafter – either directly or indirectly – until a more permanent arrangement can be made. If the field apostle is thought to have proceeded inappropriately in any of these matters appeal through the administrative line.

**Section 6. Notice of Conferences.** Normally notice of all mission center conferences should be given to the various congregational pastors within the mission center at least four weeks prior to the mission center conference and should also be sent to the supervising field apostle and to such other officers as might be concerned with the business to be transacted.

**Section 7. Quorum.** For the transacting of all business at a mission center conference, unless otherwise provided by the conference, six or more members present at any meeting for which proper notice has been given shall constitute a quorum. However, it is the responsibility of every member of the mission center to attend mission center conferences, both regular and special.

**Section 8. Presiding Officer.** The Mission Center President presides over the mission center conference. At his/her request or absence, another member of the mission center staff may be chosen to preside. Members of the First Presidency, Council of Twelve, or their authorized representatives may be asked to preside as a courtesy or in view of special circumstances.

**Section 9. Responsibility of the presiding officer.** It is the responsibility of the presiding officer to bring to the attention of the conference such matters as require the consideration or action of the mission center; to require observance of the rules of order with decorum and propriety; and to secure, insofar as he or she is able, a due respect and regard for the laws governing the church as contained in the scriptures and World Conference enactments.

## **Article VII - World Church Fields**

**Section 1. Nature of Fields.** World Church fields are established by the First Presidency and are groupings of mission centers. Fields are flexible in nature and their configuration will change periodically. The focus of ministry at the field level is to support mission centers in their efforts to support congregations and grow the church.

**Section 2. Supervising Ministers.** The First Presidency appoints members of the Council of Twelve to supervise fields.

**Article VIII - Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern all conferences of the church in all cases where they are culturally appropriate and where they are not in conflict with these rules of order or any special rules of order adopted by the appropriate conference. In cultures where *Robert's Rules of Order Newly Revised* is not known or generally used, locally appropriate rules shall be utilized to guarantee the rights of individuals and groups to participate fully in the deliberative process.

**Article IX - Amendments**

These rules of order may be amended at any World Conference by a two-thirds vote, provided that the full text of such proposed amendments are published in the *Herald* at least sixty days prior to the convening of the World Conference during which they will be considered.

***B. Remote Campground By-Laws***

**BYLAWS  
OF**

**CAMP REMOTE CAMPGROUND ASSOCIATION**

Approved November 1, 2003

The Camp Remote Campground (“Campground”) located at 54147 Sandy Creek Road, Myrtle Point Oregon is an integral subordinate unit and part of the Community of Christ, a/k/a Reorganized Church of Jesus Christ of Latter Day Saints (“Church”) and is accountable to the Church general officers including the Apostle in charge of the field, the Presiding Bishopric and the First Presidency, and Mission Center officers.

**ARTICLE I  
OFFICES**

**Section 1.01: PRINCIPLE OFFICE**

The principle office of the Campground, for its transaction of business is located at 54147 Sandy Creek Road, Myrtle Point Oregon.

**Section 1.02: CHANGE OF ADDRESS**

The Board of Directors is granted full power and authority to change the principle office of the Campgrounds from one location to another in the State of Oregon.

**ARTICLE II  
PURPOSE**

**Section 2.01: PURPOSE**

The purposes of the Campground Association (“Association”) shall be to proclaim Jesus Christ and promote communities of joy, hope, love and peace as it provides camping experiences for all age groups offering fellowship, worship, recreation, team building and personal development. The Association shall provide a method for maintaining, financing, scheduling, developing, promoting, and preserving the Campground. The Association shall be accountable to the Mission Center, and shall consist of member congregations that utilize and support the Campground and its development. The Association shall be responsible for selecting and filling vacancies in the Association Board of Directors (“Board of Directors”) and shall act on matters of capital development, fundraising, property/facilities management, and real estate transactions recommended by the board so long as those recommendations are in harmony with denominational procedures and administrative oversight as established for subordinate units by the Church.

**Section 2.02: PROGRAM**

All programs of ministry sponsored by the Community of Christ and held at the Campgrounds fall within the supervision of the Mission Center President or his/her designee. Programs of ministry do not fall within the purview of the Board. Programs of ministry include, but are not limited to, youth camps and retreats, family camps and reunions, seminars, adult and priesthood retreats, and leadership gatherings. Community of Christ programs shall receive priority in the scheduling of the Campgrounds.

**ARTICLE III**  
**CAMPGROUND ASSOCIATION**

**Section 3.01: BOARD OF DIRECTORS**

The specific responsibilities of the Association shall be carried out by a Board of Directors. The Board of Directors shall regard the Association as the body to which it is initially accountable.

**Section 3.02: MEMBERSHIP IN THE ASSOCIATION**

Members in the Association shall initially include the following congregations. Eugene, Cottage Grove, Roseburg, Grants Pass, Medford, North Bend, Myrtle Point, Bend, Redmond, and Klamath Falls, Other congregations not currently a part of the Association or Mission Center may, by a two-thirds vote of their congregational conference action, request to join the Association by presenting to the Executive Committee of the Board of Directors a written request for affiliation. The Executive Committee shall make its recommendation to the Board of Directors within sixty (60) days of receiving the request for affiliation. The Board of Directors shall have forty-five (45) days to consider the Executive Committee's recommendation. Upon acceptance by a 2/3 vote of the Board of Directors, the congregation shall be granted temporary Association affiliation. Temporary affiliation shall grant the congregation the rights, privileges and responsibilities of membership pending final approval of the Association. The Association shall have up to six months to approve the permanent affiliation by a 2/3 vote at an Association conference. Upon affirmative action of the Association the newly affiliated Congregation shall agree to maintain its membership in the Association for a period of no less than five (5) years.

**Section 3.03: FINANCIAL OBLIGATIONS**

3.03.1 The Board of Directors shall manage the finances of the campground in a manner which provides funding of campground development projects and day to day operating expenses out of the income from campground rentals, revenues from natural resource management , or other money management and fund raising events approved by the Board of Directors.

3.03.2 If Association congregations are to be asked to finance any campground expense, through an assessment of the individual Association congregations, the Board of Directors must first have a 2/3 majority approval of the Association congregations.

**Section 3.04: WITHDRAWAL**

After five (5) years of membership a congregation may request withdrawal from the Association by providing the Board of Directors with at least ninety (90) days notice. The intent to withdraw must be approved by a 2/3 majority vote of the congregation's membership at a congregational conference. The Board of Directors shall submit the request to withdraw at an Association meeting, either regular or special, for consideration. The Association shall have six (6) months to disaffiliate the congregation. Withdrawal from the Association shall not entitle the congregation to any return of funds or resources that the congregation made to the Campground during the time of membership. All assets shall remain with the Association and the Church.

**Section 3.05: MEETING AND REPRESENTATION**

All Annual Meetings of the Association shall be held at the Campground, unless another place is designated by the Board of Directors. The Association president or designee shall Preside over all meetings of the Association.

**3.05.1 SPECIAL MEETINGS**

Special meetings of the Association may be convened with a two-week notice to member congregations of the Association. The Association president or designee shall Preside over all

special meetings of the Association. If a Congregational Director is unable to attend, the congregational pastor shall appoint a replacement

### 3.05.2 SCOPE OF AUTHORITY

The Association, through its Board of Directors, is empowered to act on matters of property and facilities management, business management, marketing and soliciting of clientele, capital development, fundraising, risk management, real estate transactions and election of the Board of Directors when appropriate and necessary.

## **ARTICLE IV** **BOARD OF DIRECTORS**

### **Section 4.01: CLASS OF DIRECTORS**

The members of the Board of Directors of the Association (“Directors”) shall have two classes, (i) elected and (ii) ex officio. Each Director, regardless of class, shall be entitled to one (1) vote.

#### 4.01.1 ELECTED DIRECTORS

Each member congregation shall elect one Director by a majority vote at a congregational business meeting. If any congregations do not elect a Director, the Board of Directors shall appoint additional Directors to fill the Board of Directors, such appointments shall be approved at the annual meeting of the Association by a majority vote.

#### 4.01.2 EX OFFICIO DIRECTORS

Ex officio Directors shall be the Mission Center president, and the Mission Center financial officer, or designee or the single line administrator or his/her designee.

### **Section 4.02: QUALIFICATIONS**

A prospective member to the Board of Directors shall:

- (a) be a member in good-standing of the Community of Christ; and
- (b) be a member of the Mission Center; and
- (c) not have been declared of unsound mind by a final order of a court.

### **Section 4.03: NUMBER OF DIRECTORS**

The Elected Board of Directors shall have not more than twelve (12) Directors, either elected or ex officio.

### **Section 4.04: TERM OF OFFICE**

4.04.1 Ex officio Director shall hold membership for the term for which they hold the office of Mission Center president or Mission Center financial officer or as appointed by the individual holding that office.

4.04.2 Elected Directors shall serve for a term of three (3) years or until their successor has been elected and taken office.

4.04.3 Elected Directors shall serve staggered terms with one-third being elected each year. The Board of Directors shall be responsible for establishing the rotation when the first Board of Directors is elected.

### **Section 4.05: COMPENSATION**

Directors shall serve without compensation.

**Section 4.06: CALL OF MEETINGS**

Meetings of the Board of Directors may be called by the President, Vice-President, Secretary, or any seven (7) Directors.

**Section 4.07: PLACE OF MEETINGS**

All meetings of the Board of Directors shall be held at the principal office of the Campground, unless the Board of Directors designates another place.

**Section 4.08: DATE AND TIME OF MEETINGS**

The schedule of the yearly meetings of the Board of Directors shall be established at the Annual Association Meeting or as established by the Board of Directors at a previous meeting. The President shall send to each Director an agenda of the business to be conducted at the meetings in advance.

**Section 4.09: QUORUM**

A majority of Directors currently serving shall constitute a quorum of the Board of Directors for the transaction of business.

**Section 4.10: CONDUCT OF MEETING**

The President of the Board of Directors, or in the absence of this officer, the Vice-President (or another Director selected by the Board of Directors) shall preside at meetings of the Board of Directors. The Secretary of the Board of Directors or, in the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board of Directors. The Board of Directors shall be authorized to transact business by mail, fax, or e-mail provided that any decision taken by such means is ratified at the next meeting of the Board of Directors.

**Section 4.11: ADJOURNMENT**

A majority of the Directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment to another time and place shall be given prior to the time of the reconvened meeting to the Directors who were not present.

**Section 4.12: ACTION WITHOUT MEETING**

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if 2/3 majority of all the Directors individually or collectively consent in writing, fax, or e-mail to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Board of Directors.

**Section 4.13: REMOVAL OF DIRECTORS FOR CAUSE**

4.13.1 The Board of Directors may declare vacant the office of any elected Director on the occurrence of any of the following events.

- (a) The Director has been declared of unsound mind by a final order of a court; or
- (b) The Director has failed to attend meetings for one year; or
- (c) The Director is no longer a member of the Mission Center; or
- (d) The Director is no longer a member in good-standing of the Community of Christ.

4.13.2 The Association congregations may, upon a change in their elected directors local congregational membership, elect a new director to the association board of directors.

**Section 4.14: RESIGNATION OF A DIRECTOR**

Any Director may resign effective immediately upon giving written notice to the President of the Board of Directors, unless the notice specifies a later time for the effectiveness of such a resignation. If the resignation is effective at a future time, a successor may be appointed by the pastor of the affected member congregation, to take office when the resignation becomes effective. If the congregation does not appoint a Director, the Board of Directors shall appoint the additional Director for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.15: VACANCIES**

Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any Director(s); whenever the number of Directors authorized is increased; and on the failure of the constituent member congregation to elect or appoint the full number of Directors authorized. Vacancies in the elected members of the Board of Directors may be filled by the Board of Directors for the remainder of the term or until the next member congregational business meeting, whichever comes first.

**Section 4.16: RESPONSIBILITIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall have the following powers and responsibilities:

- (a) Develop, clarify, and refine the Campground vision and statements of purpose.
- (b) Develop and approve long-range plans.
- (c) Develop policy for Campground management.
- (d) Manage the funds and assets of the Campground.
- (e) Borrow money, contract debts and issue notes, to be approved by the Association and the Mission Center if over and above \$15,000.
- (f) Invest assets.
- (g) Approve the annual operating budget for the Campground.
- (h) Hire, appoint, support, or recall the business manager and any other employees of the Campground.
- (i) Supervise the maintenance of the physical plant, property and equipment.
- (j) Elect annually the following officers for the Board: President, Vice-President, Secretary and Treasurer.
- (k) Appoint special committees deemed necessary for the accomplishment of the purposes of the Campground.
- (l) Serve as guardians of the public interest.
- (m) Keep the financial records of the Campground.
- (n) Provide for an annual audit in consultation with the Mission Center financial officer.

**ARTICLE V**  
**OFFICERS OF THE BOARD OF DIRECTORS**

**Section 5.01: NUMBER AND TITLES**

The officers of the Board of Directors shall be a President, a Vice-President, a Secretary and a Treasurer. The Board of Directors may appoint such other officers as the business of the Campground may require, each of whom shall hold office for such period and have such authority and perform such duties as are provided in the Bylaws or as the Board of Directors may from time to time determine. The same person may hold any number of offices, except that neither the Secretary nor Treasurer shall serve concurrently as the President.

**Section 5.02: ELECTION OF OFFICERS**

The officers of the Board of Directors shall be elected annually by the Board of Directors, or at the annual Association conference from among the currently serving Directors and shall hold office until they resign or shall be removed or otherwise disqualified to serve, or until their

successors shall be elected and have taken office. Any officer may be re-elected to succeed themselves.

1 **Section 5.03: DUTIES OF OFFICERS**

2 **5.03.1 PRESIDENT**

3 The President of the Board of Directors shall be the general manager and chief executive officer  
4 of the Campground and shall, subject to the control of the Board of Directors, have supervision,  
5 direction and control of the business and affairs of the Campground. The President shall  
6 preside at all meetings of the Board of Directors and the Executive Committee. The President  
7 shall provide for an annual audit, shall submit the records for the fiscal year to the auditors, and  
8 shall present the auditor's report for approval at the annual Association conference. The  
9 President shall perform all duties incident to the office held and other duties as may be required  
10 by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from  
11 time to time by the Board of Directors.

12  
13 **5.03.2 VICE-PRESIDENT**

14 In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-  
15 President shall perform all the duties of the President, and when so acting shall have all the  
16 powers of, and be subject to all the restrictions, on the President. The Vice-President shall have  
17 other powers and perform other duties as may be required by law, by the Articles of  
18 Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board  
19 of Directors.

20  
21  
22 **5.03.3 SECRETARY**

23 The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board of  
24 Directors and the Executive Committee that will be transferred to successors in office. The  
25 Secretary shall have other powers and perform other duties as may be required by law, by the  
26 Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by  
27 the Board of Directors.

28  
29  
30 **5.03.4 TREASURER**

31 The Treasurer shall keep and maintain in written form adequate and correct books and record of  
32 account of the properties and business transactions of the Campground, including accounts of  
33 its assets, liabilities, receipts, disbursements, gains, and losses. The books and record of  
34 account shall at all times be open to inspection by any Director of the Campground. The  
35 Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the  
36 Campground with such depositaries as may be designated by the Board of Directors. The  
37 Treasurer shall disperse the funds of the Campground as ordered by the Board of Directors,  
38 and shall render to the President, and the Directors, on request, an account of all officer's  
39 transactions as Treasurer, and of the financial condition of the Campground. The Treasurer  
40 shall have other powers and perform other duties as may be required by law, by the Articles of  
41 Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board  
42 of Directors.

43  
44 **ARTICLE VI**

45 **THE EXECUTIVE COMMITTEE**

46  
47 **Section 6.01: EXECUTIVE COMMITTEE**

48 The Executive Committee shall consist of the elected officers of the Board of Directors and the  
49 ex officio Directors and shall have only those specific powers and authorities authorized by the

1 Board of Directors. The function of the Executive Committee shall be to provide the President  
2 with counsel in the relationships, management, monitoring of the operations of the  
3 Campground, to conduct business, and act for the Board of Directors between meetings,  
4 subject to the approval of a majority of the Board of Directors at the next meeting of the Board of  
5 Directors.

6  
7 **ARTICLE VII**  
8 **COMMITTEES**  
9

10 **Section 7.01: COMPOSITION AND ORGANIZATION**

11 The Board may be assisted in its work by standing committees; the members of the standing  
12 committees are to be appointed by the Executive Committee and approved by the Board. All  
13 committees shall consist of at least two (2) members. The President of the Board or designee  
14 shall be an ex-officio member of all standing committees. Employees of the Association may be  
15 appointed as non-voting members of any committee. Members of Association congregations  
16 who are not members of the Board may also be appointed to serve on any committee. Standing  
17 committee members shall serve for a term of two (2) years or until their successors are  
18 appointed, except for the resident manager, whose committee terms shall coincide with that of  
19 their elections, appointment, or employment. Standing committees shall meet at the call of the  
20 President of the committee or on the request of any two committee members.

21  
22 **Section 7.02: STANDING COMMITTEE PRESIDENTS**

23 Standing committee Presidents shall be appointed by the Executive Committee with the  
24 approval of the Board of Directors, and shall serve for a term of one year or until their successor  
25 is appointed. General duties of all standing committee Presidents shall be to attend all meetings  
26 of the Association and of the Board of Directors, to maintain up-to-date descriptions of  
27 committee duties, and to submit written reports to the Secretary at each regular Association and  
28 Board of Directors meeting regarding past activities and future plans of their committee. In  
29 addition standing committee Presidents shall have a general knowledge of the areas of  
30 committee responsibility and shall be an advocate for the issues that arise out of the various  
31 committee activities.

32  
33 **Section 7.03: AUTHORITY AND DUTIES**

34 All standing committees shall report and make recommendations to the Board of Directors, and  
35 to the Executive Committee upon request. The Board of Directors may delegate specific  
36 powers, authority and duties to a standing committee. Committees shall communicate with  
37 each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal  
38 Campground operations.

39  
40 **Section 7.04: FINANCE COMMITTEE**

41 The Finance Committee shall recommend the acquisition and disposition of all real and  
42 personal property, shall oversee the maintenance of all real and personal property, shall  
43 recommend fees for usage of the property and grounds except as otherwise indicated in these  
44 bylaws, shall prepare a balanced and fiscally responsible budget for the Treasurer to present to  
45 the Board of Directors, shall develop plans for establishing and maintaining adequate operation  
46 and development reserves, and shall provide for bonding of the Treasurer and the resident  
47 manager in an amount sufficient to protect the Association from loss.

48  
49 **Section 7.05: LICENSING COMMITTEE**

50 The Licensing Committee shall obtain all required State and County permits; shall ensure  
51 compliance with all Federal, State, County, and Township permits and codes; shall provide for  
52 safety and security of all Campground staff and visitors; shall compile an up-to-date camping  
53 manual, including applicable training documentation records; and shall work with the Finance

1 Committee. The resident manager of the Campground shall be a non-voting member of the  
2 Licensing Committee.

3  
4 **Section 7.06: MARKETING COMMITTEE**

5 The Marketing Committee shall develop a marketing plan, explore and recommend ways to  
6 increase utilization of the Campground for the purpose of fulfilling the purpose of the  
7 Campground, increasing revenue, and, with Board approval, shall promote and publicize the  
8 use of the Campground.

9  
10 **Section 7.08: FUTURES COMMITTEE**

11 The Futures Committee shall provide master plans for improvement, development, and  
12 environmental preservation of the Campground, and shall, with the consultation of the Finance  
13 Committee, recommend ways to generate income for those plans.

14  
15 **Section 7.09: ADDITIONAL STANDING COMMITTEES**

16 Additional standing committees may be established by the Association or the Board of  
17 Directors, as they shall from time to time be deemed necessary to carry on the work of the  
18 Association; members of these committees shall be appointed by the Executive Committee and  
19 approved by the Board of Directors.

20  
21 **ARTICLE VIII**

22 **SALE OF PROPERTY AND DISSOLUTION**

23  
24 **Section 8.01: SALE OF PROPERTY**

25 The sale of the Campground which includes the real property and improvements shall require  
26 approval by a 2/3 vote of the Board of Directors, approval by a majority vote of the Association  
27 and the approval of the Presiding Bishopric of the Church, except for land condemnation or  
28 threat to be condemned by a government agency that has the power and authority to condemn,  
29 in which case the Board of Directors may approve such condemnation action if they so choose  
30 following notice to the Association and prior consultation with the Legal Services office of the  
31 Church. At the sale of the Campground the Association shall be dissolved. If the Association  
32 votes to sell a Campground, the Association shall also develop a plan by which the Association  
33 shall distribute all remaining funds, assets and property of the Association after payment of any  
34 remaining debts and liabilities which shall require approval by a 2/3 vote of the Board of  
35 Directors, approval by a majority vote of the Association and approval of the Presiding Bishopric  
36 of the Church.

37  
38 **Section 8.02: DISSOLUTION**

39 The Association shall not be voluntarily dissolved except by the affirmative vote of a majority of  
40 the Association members at an Association meeting, or in the event the Campground is sold. In  
41 the event of a voluntary dissolution, thirty (30) days prior written notice shall be sent to the  
42 Association members stating that a meeting is to be held to consider and vote upon a voluntary  
43 dissolution. In the event of dissolution of the Association in any manner and for any cause, after  
44 the payment or adequate provision for the payment of all its debts and liabilities, all the  
45 remaining funds, assets, and properties of the Campground shall be paid or distributed in  
46 accordance with the plan approved by the Association Conference.

47  
48 **ARTICLE IX**

49 **INDEMNIFICATION OF DIRECTORS, OFFICERS**

1 **EMPLOYEES AND AGENTS**

2  
3 **Section 9.01: DEFINITIONS**

4 For the purpose of this Article,

5 “Agent” shall mean any person who is or was a Director, officer, employee or other  
6 representative of the Campground.

7 “Proceeding” shall mean any threatened, pending or completed action or proceeding, whether  
8 civil, criminal, administrative or investigative; and “expenses” includes, without limitation,  
9 attorney fees and any expenses of establishing a right to indemnification under this Article.

10  
11 **Section 9.02: INDEMNIFICATION**

12 The Association shall indemnify and hold harmless any person who was or is a party or is  
13 threatened to be made a party, to any proceeding, other than an action by or in the right of the  
14 Association by reason of the fact that such person is or was an Agent of the Association,  
15 against expenses, judgments, fines, settlements and other amounts actually and reasonably  
16 incurred in connection with such proceeding to the maximum extent permitted by applicable law,  
17 including the advance of expenses and the purchase of insurance, but only to the extent such  
18 person was acting as an Agent of the Association within the normal scope of his or her duties on  
19 behalf of the Association.  
20

21  
22  
23 **ARTICLE X**

24 **CORPORATE RECORDS AND REPORTS**

25  
26 **Section 10.01: KEEPING RECORDS**

27 The Association shall keep adequate and correct books and record of account and shall keep  
28 minutes of the proceedings of its members and Board of Directors. The official membership  
29 records of the member congregations of the Association shall be the official record of members  
30 of the Association. The minutes must be kept in written form. The other books and records  
31 shall be kept either in written form or in any other form capable of being converted into written  
32 form.  
33

34 **Section 10.02: MAINTENANCE AND INSPECTION OF BYLAWS**

35 The Association shall keep at its principal executive office the original or a copy of these Bylaws  
36 as amended to date, which shall be open to inspection by the members at all reasonable times  
37 during office hours.  
38

39 **Section 10.03: INSPECTION BY MEMBERS AND DIRECTORS**

40 Any member of the Association shall have the right on written demand to inspect and copy the  
41 record of members, the accounting books and records, the Bylaws, and the minutes. Each  
42 Director shall have the absolute right at any reasonable time to inspect and copy all books,  
43 records, and documents of every kind and to inspect the physical properties of the Association.  
44

45 **Section 10.04: ANNUAL STATEMENT OF GENERAL INFORMATION**

46 The Association shall, during the period provided by law in each year and if required by law, file  
47 with the Secretary of State of the State of Oregon, in the prescribed form a statement setting  
48 forth the authorized number of Directors, the names and complete business or residence  
49 addresses of all incumbent Directors, the names and complete business or residence

1 addresses of the President, Vice-President, Secretary, and Treasurer, the street address of its  
2 principle executive office or principle business office in this state, and general type of business  
3 constituting the principle business activity of the Association, together with a designation of the  
4 agent of the Association for the purpose of service of process.

5  
6 **ARTICLE XI**  
7 **ELECTRONIC MEETINGS**

8  
9 **Section 11.01: STIPULATIONS**

10 The Board of Directors, Executive Committee, and standing committees are authorized to meet  
11 by telephone conference or through other electronic communications media so long as all the  
12 members may simultaneously hear each other and participate during the meeting.  
13

14 **ARTICLE XII**

15 **GENERAL MATTERS**

16  
17 **Section 12.01: EXECUTION OF INSTRUMENTS**

18 The Board of Directors may, in its discretion, determine the method and by resolution designate  
19 the signatory officer or officers, or other person or persons to execute any major Association  
20 instrument or document, or to sign the Association name without limitation, except where  
21 otherwise provided by law, and such execution or signature shall be binding on the corporation.  
22 In the absence of other specific designation by the Board of Directors, the signatures of the  
23 President or Vice-President and the Treasurer shall be required on such documents and  
24 instruments.  
25

26 **ARTICLE XIII**

27 **AMENDMENT TO BYLAWS**

28  
29 **Section 13.01: AMENDMENT BY DIRECTORS**

30 Amendments to these Bylaws may be proposed by a 2/3 vote of the Board of Directors, and  
31 must be approved by a 2/3 vote by the Association conference, and ratified by the Presiding  
32 Bishop of the Church.  
33

34 **Section 13.02: RECORD OF AMENDMENTS**

35 Whenever an amendment to or revision of the Bylaws is adopted, a copy shall be forwarded to  
36 the Presiding Bishop of the Community of Christ for final approval.  
37

38 **ARTICLE XIV**  
39 **PARLIAMENTARY AUTHORITY**

40  
41 **Section 14.01: PARLIAMENTARY AUTHORITY**

42 The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall  
43 govern the Association in all cases to which they are applicable and in which they are not  
44 inconsistent with these Bylaws, special rules of order the Association may adopt, or the policies,  
45 rules and regulations of the Church.  
46

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47  
48 CERTIFICATE OF SECRETARY  
49 OF  
50 Camp Remote Campground Association  
51

1 I hereby certify that I am the duly elected and acting Secretary of said Association and  
2 that the foregoing Bylaws, comprising ten (10) pages, constitute the Bylaws of said Association  
3 as duly adopted at a meeting of Board of Directors thereof held on \_\_\_\_\_.  
4  
5

6  
7 \_\_\_\_\_  
8 Date

\_\_\_\_\_  
Secretary

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*C. Lewis River Campground By-laws*

**BYLAWS  
OF**

**LEWIS RIVER CAMPGROUND ASSOCIATION**  
Approved 12/06/2003

The Lewis River Campground (“Campground”) located at 18334 NE Lucia Falls Road, Yacolt, WA 98675 is an integral subordinate unit and part of the Community of Christ, a/k/a Reorganized Church of Jesus Christ of Latter Day Saints (“Church”) and is accountable to the Church general officers including the Apostle in charge of the field, the Presiding Bishopric and the First Presidency, and Mission Center officers.

**ARTICLE I  
OFFICES**

**Section 1.01: PRINCIPLE OFFICE**

The principle office of the Campground, for its transaction of business is located at 18334 NE Lucia Falls Road, Yacolt, WA 98675.

**Section 1.02: CHANGE OF ADDRESS**

The Board of Directors is granted full power and authority to change the principle office of the Campgrounds from one location to another in the States of Washington and Oregon.

**ARTICLE II  
PURPOSE**

**Section 2.01: PURPOSE**

The purposes of the Campground Association (“Association”) shall be to proclaim Jesus Christ and promote communities of joy, hope, love and peace as it provides camping experiences and retreats for all age groups offering fellowship, worship, recreation, team building and personal development. All programs of ministry sponsored by the Community of Christ and held at the Lewis River Campground shall function under the direction of the Greater Pacific Northwest (USA) Mission Center and shall receive priority in campground scheduling. The Association shall provide a method for maintaining, financing, scheduling, developing, promoting, and preserving the Campground. The Association shall be accountable to the Mission Center, and shall consist of member congregations that utilize and support the Campground and its development. The Association shall be responsible for selecting and filling vacancies in the Association Board of Directors (“Board of Directors”) and shall act on matters of capital development, fundraising, property/facilities management, and real estate transactions recommended by the board so long as those recommendations are in harmony with denominational procedures and administrative oversight as established for subordinate units by the Church.

**ARTICLE III  
CAMPGROUND ASSOCIATION**

**Section 3.01: BOARD OF DIRECTORS**

The specific responsibilities of the Association shall be carried out by a Board of Directors. The Board of Directors shall regard the Association as the body to which it is initially accountable.

**Section 3.02: MEMBERSHIP IN THE ASSOCIATION**

1 Members in the Association shall initially include the following congregations currently  
2 comprising the Greater Pacific Northwest Mission Center USA. ("Mission Center") Albany  
3 Congregation, Cowlitz Valley Community of Christ Congregation, Garden Grove Congregation,  
4 Lacamas Heights Congregation, Lincoln City Congregation, Montesano Congregation, Neilton  
5 Congregation, Olympia Congregation, Portland Congregation, Salem Congregation, Seaside  
6 Congregation, Southridge Congregation, Tuality Christian Center Congregation, and Woodburn  
7 Congregation. Other congregations not currently a part of the Association or Mission Center  
8 may, by a two-thirds vote of their congregational conference action, request to join the  
9 Association by presenting to the Executive Committee of the Board of Directors a written  
10 request for affiliation. The Executive Committee shall make its recommendation to the Board of  
11 Directors within sixty (60) days of receiving the request for affiliation. The Board of Directors  
12 shall have forty-five (45) days to consider the Executive Committee's recommendation. Upon  
13 acceptance by a 2/3 vote of the Board of Directors, the congregation shall be granted temporary  
14 Association affiliation. Temporary affiliation shall grant the congregation the rights, privileges  
15 and responsibilities of membership pending final approval of the Association. The Association  
16 shall have up to six months to approve the permanent affiliation by a 2/3 vote at an Association  
17 conference. Upon affirmative action of the Association the newly affiliated Congregation shall  
18 agree to maintain its membership in the Association for a period of no less than five (5) years.  
19

### 20 **Section 3.03: FINANCIAL OBLIGATIONS**

#### 21 3.03.1 ASSESSMENT FEES

22 Member congregations shall support the Association. Annual budgets for operation of the  
23 campgrounds shall be prepared and approved by the Board of Directors.  
24

25 User fees for member congregations, non-member congregations, and other organizations shall  
26 be determined by the Board of Directors.  
27

28 The Lewis River Board of Directors shall endeavor to make the campground operation self-  
29 sustaining. In the event that user fees do not meet the approved annual budget, to cover the  
30 shortfall, the Board of Directors will first use any campground operating reserves, then secondly  
31 adjust user fees, then lastly, if the shortage is not met, the Board of Directors will call a special  
32 meeting of the Association for authorization of assessment of the member congregations.  
33 Member congregations will be assessed by the Association upon a two-thirds (2/3)  
34 recommendation by the Board and approval by the Association by a two-thirds (2/3) vote at an  
35 Association conference. Congregation assessment shall be divided into twelve monthly  
36 payments to be paid the following year. Congregational assessments shall be based on a per-  
37 capita basis.  
38

39 Payment of member congregation's monthly per capita assessment shall be received by the  
40 Association Treasurer by the first of each month (or by a date set by the Board of Directors) in  
41 the form of a check from each member congregation's financial officer.  
42

#### 43 3.03.2 ARREARAGES

44 3.03.2.1. Should a congregation's payments be more than sixty (60) days in arrears, the  
45 Secretary shall give notice by registered mail to the congregation's pastor and financial officer.  
46 The congregation's pastor shall notify the members of the congregation of the nonpayment of  
47 their assessments within ten (10) days of receiving the registered letter from the Secretary.  
48

49 3.03.2.2 Within sixty (60) days of notification to the congregation of an arrearage, the  
50 congregation shall formulate and submit to the Board of Directors for approval a detailed  
51 payment plan for its past due assessments and for timely future payments. If after ninety (90)  
52 days following the payment plan's approval by the Board of Directors, the assessments are not  
53 paid according to the plan, the Board of Directors may recommend to an Association meeting

1 that the congregation be dropped from membership, in which case all current and past due  
2 assessments shall immediately become due. During the time a congregation is in default, the  
3 Board of Directors shall determine conditions controlling that congregation's use of the  
4 Campground.

5  
6 3.03.2.3 A director and/or an affiliated congregation may request the Association, via the  
7 Board of Directors, to waive, reduce and or to extend the deadline for payment of all or a portion  
8 of the congregation's assessment for a specified time period, with a maximum of twelve (12)  
9 months, by submitting a written request to the Board of Directors. The request shall include the  
10 amounts in arrears, the amounts that are being requested to be waived and/or the amounts to  
11 be reduced or the deadline for payment extended; the date the congregation will resume normal  
12 monthly assessment payments to the Treasurer as prescribed in these Bylaws and, in the event  
13 of a request for extending the deadline for payment, a repayment plan, which shall be included.  
14 The request shall be considered by the Board of Directors, on behalf of the Association, at a  
15 Board of Directors meeting, regular or special, and upon a two-thirds (2/3) approval, the request  
16 shall be granted.

17  
18 3.03.2.4 Congregations of the Association shall be responsible for debts incurred by the Board  
19 of Directors in accordance with these Bylaws.

### 20 21 3.03.3 TAX EXEMPTION

22 3.03.3.1 The Lewis River Campground is a tax-exempt organization owned by the  
23 Community of Christ, which will be available for lease to Community of Christ  
24 Campground Association members, and other tax exempt organizations for training,  
25 education and spiritual retreats.

26  
27 3.03.4 The Capital Development Fund, referred to as an "Endowment Fund" shall continue to  
28 be invested in the World Church Investment Program for the maximum benefit to the  
29 campground. As a basic policy, the principal may not be expended without a 2/3rds majority  
30 approval by the Board of Directors and the Campground Association Conference.

### 31 32 **Section 3.04: WITHDRAWAL**

33 After five (5) years of membership a congregation may request withdrawal from the Association  
34 by providing the Board of Directors with at least ninety (90) days notice. The intent to withdraw  
35 must be approved by a majority vote of a quorum at a congregational conference. The Board of  
36 Directors shall submit the request to withdraw at an Association meeting, either regular or  
37 special, for consideration. The Association shall have six (6) months to disaffiliate the  
38 congregation, during which time the withdrawing congregation shall continue to pay all current  
39 and past due assessments and debt. Withdrawal from the Association shall not entitle the  
40 congregation to any return of funds or resources that the congregation made to the  
41 Campground during the time of membership. All assets shall remain with the Association and  
42 the Church.

### 43 44 **Section 3.05: MEETING AND REPRESENTATION**

45 Meetings of the Association shall be conducted during Mission Center conferences. The  
46 Mission Center president or designee shall preside at all meetings of the Association. If the  
47 Mission Center conference is a delegate conference provision shall be made for delegates from  
48 any congregations who are not part of the Mission Center to participate.

### 49 50 3.05.1 SPECIAL MEETINGS

51 Special meetings of the Association may be convened with a two-week notice to member  
52 congregations of the Association. The Mission Center president or designee shall preside at all  
53 special meetings of the Association. If the Mission Center conference is a delegate conference

1 the delegates serving in the previous Mission Center conference will be seated at the special  
2 meeting. If a previously designated delegate is unable to attend, the congregational pastor shall  
3 appoint a replacement  
4

### 5 3.05.2 SCOPE OF AUTHORITY

6 The Association, through its Board of Directors, is empowered to act on matters of property and  
7 facilities management, business management, marketing and soliciting of clientele, capital  
8 development, fundraising, risk management, real estate transactions and election of the Board  
9 of Directors when appropriate and necessary.  
10

## 11 **ARTICLE IV** 12 **BOARD OF DIRECTORS** 13

### 14 **Section 4.01: CLASS OF DIRECTORS**

15 The members of the Board of Directors of the Campground (“Directors”) shall have two classes,  
16 (i) elected and (ii) ex officio. Each director, regardless of class, shall be entitled to one (1) vote.  
17

#### 18 4.01.1 ELECTED DIRECTORS

19 Each congregation of the Association shall elect one director by a majority vote at a  
20 congregational business meeting. If any congregations do not elect a director, the Board of  
21 Directors shall nominate additional directors to fill the Board of Directors, which shall be  
22 approved at the annual meeting of the Association by a majority vote.  
23

#### 24 4.01.2 EX OFFICIO DIRECTORS

25 Ex officio directors shall be the Mission Center president, and the Mission Center financial  
26 officer, or designee or the single line administrator or his/her designee.  
27

### 28 **Section 4.02: QUALIFICATIONS**

29 A prospective member to the Board of Directors shall:

- 30 (a) be a member in good-standing of the Community of Christ; and
- 31 (b) be a member of the Mission Center; and
- 32 (c) not have been convicted of a felony in the past five (5) years; and
- 33 (d) not have been declared of unsound mind by a final order of a court.  
34

### 35 **Section 4.03: NUMBER OF DIRECTORS**

36 The Board of Directors shall have not more than sixteen (16) directors, either elected or ex  
37 officio unless additional congregations join the Association.  
38

### 39 **Section 4.04: TERM OF OFFICE**

40 4.04.1 Ex officio director shall hold membership for the term for which they hold the office of  
41 Mission Center president or Mission Center financial officer or as appointed by the individual  
42 holding that office.  
43

44 4.04.2 Elected directors shall serve for a term of three (3) years or until their successor  
45 has been elected and taken office.  
46

#### 47 4.04.3 Staggered terms:

48 Elected directors shall serve staggered terms with one-third being elected each year. The  
49 Board of Directors shall be responsible for establishing the rotation when the first Board of  
50 Directors is elected.  
51

### 52 **Section 4.05: COMPENSATION**

53 Directors shall serve without compensation.

1  
2 **Section 4.06: CALL OF MEETINGS**

3 Meetings of the Board of Directors may be called by the President, Vice-President, Secretary, or  
4 any two (2) directors.

5  
6 **Section 4.07: PLACE OF MEETINGS**

7 All meetings of the Board of Directors shall be held at the principal office of the Campground,  
8 unless the Board of Directors designates another place.

9  
10 **Section 4.08: DATE AND TIME OF MEETINGS**

11 The annual meetings of the Board of Directors shall be held on the first (1st) weekend of  
12 October or as established by the Board of Directors at the previous meeting. The President  
13 shall send to each director an agenda of the business to be conducted at the meeting in  
14 advance.

15  
16 **Section 4.09: QUORUM**

17 A majority of elected directors currently serving shall constitute a quorum of the Board of  
18 Directors for the transaction of business.

19  
20 **Section 4.10: CONDUCT OF MEETING**

21 The President of the Board of Directors, or in the absence of this officer, the Vice-President (or  
22 another director selected by the Board of Directors) shall preside at meetings of the Board of  
23 Directors. The Secretary of the Board of Directors or, in the Secretary's absence, any person  
24 appointed by the presiding officer shall act as Secretary of the Board of Directors. The Board of  
25 Directors shall be authorized to transact business by mail, fax, teleconferencing, or e-mail  
26 provided that any decision taken by such means is ratified at the next meeting of the Board of  
27 Directors.

28  
29  
30 **Section 4.11: ADJOURNMENT**

31 A majority of the directors present, whether or not a quorum is present, may adjourn any  
32 meeting to another time and place. Notice of the adjournment to another time and place shall  
33 be given prior to the time of the reconvened meeting to the directors who were not present.

34  
35 **Section 4.12: ACTION WITHOUT MEETING**

36 Any action required or permitted to be taken by the Board of Directors may be taken without a  
37 meeting, if all directors individually or collectively consent in writing to such action. Such written  
38 consent or consents shall be filed with the minutes of the proceedings of the Board of Directors.  
39 Such action by written consent shall have the same force and effect as the unanimous vote of  
40 the Board of Directors.

41  
42 **Section 4.13: REMOVAL OF DIRECTORS FOR CAUSE**

43 The Board of Directors may declare vacant the office of any elected director on the occurrence  
44 of any of the following events.

- 45  
46 (a) a director has been declared of unsound mind by a final order of a court; or  
47 (b) a director has been convicted of a felony; or  
48 (c) a director has failed to attend meetings for one year; or  
49 (d) a director is no longer a member of the Mission Center; or  
50 (e) a director is no longer a member in good-standing of the Community of Christ.

1 **Section 4.14: RESIGNATION OF A DIRECTOR**

2 Any director may resign effective immediately upon giving written notice to the President of the  
3 Board of Directors, unless the notice specifies a later time for the effectiveness of such a  
4 resignation. If the resignation is effective at a future time, a successor may be appointed by the  
5 pastor of the affected member congregation to take office when the resignation becomes  
6 effective. If the congregation does not appoint a director, the Board of Directors shall appoint  
7 the additional director for the remainder of the term or until the next member congregational  
8 business meeting, whichever comes first.  
9

10  
11 **Section 4.15: VACANCIES**

12 Vacancies on the Board of Directors shall exist on the death, resignation, or removal of any  
13 director(s); whenever the number of directors authorized is increased; and on the failure of the  
14 constituent member congregation to elect or appoint the full number of directors authorized.  
15 Vacancies in the elected members of the Board of Directors may be filled by the Board of  
16 Directors for the remainder of the term or until the next member congregational business  
17 meeting, whichever comes first.  
18

19 **Section 4.16: RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND THE**  
20 **ASSOCIATION**

21 The Board of Directors and the Association shall have the following powers and responsibilities:

- 22 (a) Develop, clarify, and refine the Campground vision and statements of purpose.
- 23 (b) Develop and approve long-range plans.

24  
25 The Board of Directors shall:

- 26 (c) Develop policy for Campground management.
- 27 (d) Manage the funds and assets of the Campground.
- 28 (e) Borrow money, contract debts and issue notes, to be approved by the Association  
29 and the Church if over and above \$15,000.00
- 30 (f) Invest assets.
- 31 (g) Approve the annual operating budget for the Campground.
- 32 (h) Appoint, support, or recall the business manager/executive director.
- 33 (i) Supervise the maintenance of the physical plant, property and equipment.
- 34 (j) Elect annually the following officers for the Board: President, Vice-President,  
35 Secretary and Treasurer.
- 36 (k) Appoint special committees deemed necessary for the accomplishment of the  
37 purposes of the Campground.
- 38 (l) Serve as guardians of the public interest.
- 39 (m) Keep the financial records of the Campground.
- 40 (n) Provide for an annual audit in consultation with the Mission Center financial officer.  
41

42 **ARTICLE V**  
43 **OFFICERS OF THE BOARD OF DIRECTORS**

44  
45 **Section 5.01: NUMBER AND TITLES**

46 The officers of the Board of Directors shall be a President, a Vice-President, a Secretary and a  
47 Treasurer. The Board of Directors may appoint such other officers as the business of the  
48 Campground may require, each of whom shall hold office for such period and have such  
49 authority and perform such duties as are provided in the Bylaws or as the Board of Directors  
50 may from time to time determine. The same person may hold any number of offices, except  
51 that neither the Secretary nor Treasurer shall serve concurrently as the President.  
52

53 **Section 5.02: ELECTION OF OFFICERS**

1 The officers of the Board of Directors shall be elected annually by the Board of Directors, or at  
2 the annual Association conference from among the currently serving directors and shall hold  
3 office until they resign or shall be removed or otherwise disqualified to serve, or until their  
4 successors shall be elected and have taken office. Any officer may be re-elected to succeed  
5 themselves for two (2) consecutive terms.  
6

### **Section 5.03: DUTIES OF OFFICERS**

#### **5.03.1 PRESIDENT**

The President of the Board of Directors shall be the general manager and chief executive officer of the Campground and shall, subject to the control of the Board of Directors, have supervision, direction and control of the business and affairs of the Campground. The President shall preside at all meetings of the Board of Directors and the Executive Committee. The President shall provide for an annual audit, shall submit the records for the fiscal year to the auditors, and shall present the auditor's report for approval at the annual Association conference. The President shall provide a copy of the annual audit and summary financial reports to the mission center president and financial officer. The President shall perform all duties incident to the office held and other duties as may be required by law, by the Articles of Association, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

#### **5.03.2 VICE-PRESIDENT**

In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions, on the President. The Vice-President shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

#### **5.03.3 SECRETARY**

The Secretary shall keep or cause to be kept a book of minutes of all meetings of the Board of Directors and the Executive Committee that will be transferred to successors in office. The Secretary shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

#### **5.04.4 TREASURER**

The Treasurer shall keep and maintain in written form adequate and correct books and record of account of the properties and business transactions of the Campground, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses. The books and record of account shall at all times be open to inspection by any director of the Campground. The Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the Campground with such depositaries as may be designated by the Board of Directors. The Treasurer shall disperse the funds of the Campground as ordered by the Board of Directors, and shall render to the President, and the directors, on request, an account of all officer's transactions as Treasurer, and of the financial condition of the Campground. The Treasurer shall have other powers and perform other duties as may be required by law, by the Articles of Incorporation, if any, by these Bylaws, or which may be prescribed from time to time by the Board of Directors.

## **ARTICLE VI**

### **THE EXECUTIVE COMMITTEE**

#### **Section 6.01: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the elected officers of the Board of Directors and the ex officio directors and shall have only those specific powers and authorities authorized by the Board of Directors. The function of the Executive Committee shall be to provide the President with counsel in the relationships, management, and monitoring of the operations of the Campground.

## **ARTICLE VII COMMITTEES**

#### **Section 7.01: COMPOSITION AND ORGANIZATION**

The Board shall be assisted in its work by standing committees; the members of the standing committees are to be appointed by the Executive Committee and approved by the Board. All committees shall consist of at least three (3) members. The President of the Board or designee shall be an ex-officio member of all standing committees. Employees of the Association may be appointed as non-voting members of any committee. Members of Association congregations who are not members of the Board may also be appointed to serve on any committee. Standing committee members shall serve for a term of three (3) years or until their successors are appointed, and shall serve no more than three (3) consecutive terms on the same committee except for the resident manager, whose committee terms shall coincide with that of their elections, appointment, or employment. Standing committees shall meet at the call of the President of the committee or on the request of any two committee members.

#### **Section 7.02: STANDING COMMITTEE PRESIDENTS**

Standing committee Presidents shall be appointed by the Executive Committee with the approval of the Board of Directors, and shall serve for a term of one year or until their successor is appointed, but shall serve no more than three (3) consecutive terms as President of the same committee. General duties of all standing committee Presidents shall be to attend all meetings of the Association and of the Board of Directors, to maintain up-to-date descriptions of committee duties, and to submit written reports to the Secretary at each regular Association and Board of Directors meeting regarding past activities and future plans of their committee. In addition standing committee Presidents shall have a general knowledge of the areas of committee responsibility and shall be an advocate for the issues that arise out of the various committee activities.

#### **Section 7.03: AUTHORITY AND DUTIES**

All standing committees shall report and make recommendations to the Board of Directors, and to the Executive Committee upon request. The Board of Directors may delegate specific powers, authority and duties to a standing committee. Committees shall communicate with each other to fulfill all licensing, legal, and other necessary requirements to provide for optimal Campground operations.

#### **Section 7.04: FINANCE COMMITTEE**

The Finance Committee shall recommend the acquisition and disposition of all real and personal property, shall oversee the maintenance of all real and personal property, shall recommend fees for usage of the property and grounds except as otherwise indicated in these bylaws, shall prepare a balanced and fiscally responsible budget for the Treasurer

to present to the Board of Directors, shall develop plans for establishing and maintaining adequate operation and development reserves, and shall provide for bonding of the Treasurer and the resident manager in an amount sufficient to protect the Association from loss.

**Section 7.05: LICENSING COMMITTEE**

The Licensing Committee shall obtain all required State and County permits; shall ensure compliance with all Federal, State, County, and Township permits and codes; shall provide for safety and security of all Campground staff and visitors; shall compile an up-to-date camping manual, including applicable training documentation records; and shall work with the Finance Committee. The resident manager of the Campground shall be a non-voting member of the Licensing Committee.

**Section 7.06: MARKETING COMMITTEE**

The Marketing Committee shall develop a marketing plan, explore and recommend ways to increase utilization of the Campground for the purpose of fulfilling the purpose of the Campground, increasing revenue, and, with Board approval, shall promote and publicize the use of the Campground.

**Section 7.08: FUTURES COMMITTEE**

The Futures Committee shall provide master plans for improvement, development, and environmental preservation of the Campground, and shall recommend ways to generate income for those plans.

**Section 7.09: ADDITIONAL STANDING COMMITTEES**

Additional standing committees may be established by the Association or the Board of Directors, as they shall from time to time be deemed necessary to carry on the work of the Association; members of these committees shall be appointed by the Executive Committee and approved by the Board of Directors.

**ARTICLE VIII**

**SALE OF PROPERTY AND DISSOLUTION**

**Section 8.01: SALE OF PROPERTY**

The sale of the Campground which includes the real property and improvements shall require approval by a 2/3 vote of the Board of Directors, approval by a majority vote of the Association and the approval of the Presiding Bishopric of the Church, except for land condemnation or threat to be condemned by a government agency that has the power and authority to condemn, in which case the Board of Directors may approve such condemnation action if they so choose following notice to the Association and prior consultation with the Legal Services office of the Church. At the sale of the Campground the Association shall be dissolved. If the Association votes to sell a Campground, the Association shall also develop a plan by which the Association shall distribute all remaining funds, assets and property of the Association after payment of any remaining debts and liabilities which shall require approval by a 2/3 vote of the Board of Directors, approval by a majority vote of the Association and approval of the Presiding Bishopric of the Church.

**Section 8.02: DISSOLUTION**

The Association shall not be voluntarily dissolved except by the affirmative vote of a majority of the Association members at an Association meeting, or in the event the Campground is sold. In the event of a voluntary dissolution, thirty (30) days prior written notice shall be sent to the Association members stating that a meeting is to be held to consider and vote upon a voluntary dissolution. In the event of dissolution of the Association in any manner and for any cause, after the payment or adequate provision for the payment of all its debts and liabilities, all the remaining funds, assets, and properties of the Campground shall be paid or distributed in accordance with the plan approved by the Association Conference and Presiding Bishopric.

## **ARTICLE IX**

### **INDEMNIFICATION OF DIRECTORS, OFFICERS**

#### **EMPLOYEES AND AGENTS**

##### **Section 9.01: DEFINITIONS**

For the purpose of this Article, "Agent" shall mean any person who is or was a director, officer, employee or other representative of the Campground.

"Proceeding" shall mean any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorney fees and any expenses of establishing a right to indemnification under this Article.

##### **Section 9.02: INDEMNIFICATION**

The Association shall indemnify and hold harmless any person who was or is a party or is threatened to be made a party, to any proceeding, other than an action by or in the right of the Association by reason of the fact that such person is or was an Agent of the Association, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding to the maximum extent permitted by applicable law, including the advance of expenses and the purchase of insurance, but only to the extent such person was acting as an Agent of the Association within the normal scope of his or her duties on behalf of the Association.

## **ARTICLE X**

### **CORPORATE RECORDS AND REPORTS**

##### **Section 10.01: KEEPING RECORDS**

The Association shall keep adequate and correct books and record of account and shall keep minutes of the proceedings of its members and Board of Directors. The official membership records of the member congregations of the Association shall be the official record of members of the Association. The minutes must be kept in written form. The other books and records shall be kept either in written form or in any other form capable of being converted into written form.

##### **Section 10.02: MAINTENANCE AND INSPECTION OF BYLAWS**

The Association shall keep at its principal executive office the original or a copy of these Bylaws as amended to date, which shall be open to inspection by the members at all reasonable times during office hours.

##### **Section 10.03: INSPECTION BY MEMBERS AND DIRECTORS**

Any member of the Association shall have the right on written demand to inspect and copy the record of members, the accounting books and records, the Bylaws, and the minutes. Each director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the Association.

**Section 10.04: ANNUAL STATEMENT OF GENERAL INFORMATION**

The Association shall, during the period provided by law in each year and if required by law, file with the Secretary of State of the State of Washington in the prescribed form a statement setting forth the authorized number of directors, the names and complete business or residence addresses of all incumbent directors, the names and complete business or residence addresses of the President, Vice-President, Secretary, and Treasurer, the street address of its principle executive office or principle business office in this state, and general type of business constituting the principle business activity of the Association, together with a designation of the agent of the Association for the purpose of service of process.

**ARTICLE XI  
ELECTRONIC MEETINGS**

The Board of Directors, Executive Committee, and standing committees are authorized to meet by telephone conference or through other electronic communications media so long as all the members may simultaneously hear each other and participate during the meeting.

**ARTICLE XII**

**GENERAL MATTERS**

**Section 12.01: EXECUTION OF INSTRUMENTS**

The Board of Directors may, in its discretion, determine the method and by resolution designate the signatory officer or officers, or other person or persons to execute any major Association instrument or document, or to sign the Association name without limitation, except where otherwise provided by law, and such execution or signature shall be binding on the Association. In the absence of other specific designation by the Board of Directors, the signatures of the President or Vice-President and the Treasurer shall be required on such documents and instruments.

**ARTICLE XIII**

**AMENDMENT TO BYLAWS**

**Section 13.01: AMENDMENT BY DIRECTORS**

Amendments to these Bylaws may be proposed by a 2/3 vote of the Board of Directors, and must be approved by a 2/3 vote by the Association conference, and ratified by the Presiding Bishop of the Church.

**Section 13.02: RECORD OF AMENDMENTS**

Whenever an amendment to or revision of the Bylaws is adopted, a copy shall be forwarded to the Presiding Bishop of the Community of Christ for final approval.

**ARTICLE XIV  
PARLIAMENTARY AUTHORITY**

**Section 14.01: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, special rules of order the Association may adopt, or the policies, rules and regulations of the Church.

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CERTIFICATE OF SECRETARY  
OF  
Lewis River Campground Association

I hereby certify that I am the duly elected and acting Secretary of said Association and that the foregoing Bylaws, comprising \_\_\_ pages, constitute the Bylaws of said Association as duly adopted at a meeting of the Association thereof held on \_\_\_\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
DATE

*D. Samish Island Campground By-Laws*